

GOVERNMENT OF MANIPUR
TOWN PLANNING DEPARTMENT

No. GO_TP-8/5/2025-e-TPD

Imphal, the 4th May 2026

To

The Joint Secretary,
Manipur Information Commission
Government of Manipur.

Subject:- Requisition of information as required U/s 25(1)(2) & (3) of the RTI Act, 2025 for preparation of Annual Report for the year 2025-26 along with Orders for designation of SPIO, SAPIO, Appellate Authority and Nodal Officer.

Sir,

I have the honour to invite a reference to your letter No. 8/1/2021-MIC/123 dated 15.04.2026 on the above subject and to enclose herewith the required Proforma-I, II & III in respect of this Department for the year 2025-26. Copy of the Secretariat MAHUD Department Order No. 2/23/2007-MAHUD(Pt.) dated 02.12.2015 regarding designation of SPIO, Appellate Authority is enclosed.

With respect to the Nodal Officer, Shri Bhumeraj Keisham, Assistant Town Planner was designated and his name was uploaded in the Google Form, shared vide DIT letter No. ITM-201/1/2024-DITC-DIT dated 26.03.2026.

Yours faithfully,

Encl: As above

(M. Manas Singh)
Associate Planner (Architect)/
SPIO, Town Planning Department

Copy to:

1. The Chief Town Planner, Manipur.
2. The Additional Secretary (MAHUD), Govt. of Manipur

**PROFORMA FOR FURNISHING INFORMATION IN CONNECTION WITH THE IMPLEMENTATION OF THE
PROVISIONS OF THE RIGHT TO INFORMATION ACT, 2005
For the Year 2025-26 (01.04.2025 to 31.03.2026)**

Proforma-I

Department: Town Planning Department, Manipur

Public Authority: Associate Planner (Architect) [SPIO]

Sl. No	Points on which the information is to be furnished	Report in detail	Remarks
1	a) Whether the records of the office are duly catalogued and indexed to facilitate any extraction or recovery of information when applied for? [Section 4(1)(a)]	a) Yes. The office records are properly stored in relevant files, some as hard file and some as e-File, which are indexed. A file index register is also maintained for reference. This facilitates retrieval of records on the basis of reference made w.r.t. file numbers	
	b) Whether the records are computerised or not? [Section4(1)(a)]	b) Partial. Now on-boarded to e-Office platform of the State Government	
	c) Whether the information can be accessed through Internet or any LAN or any other means of electronic communication?	c) Partial. GIS-Based Master Plan for Greater Imphal with maps, gazette notifications and other important documents of the Department are uploaded at the web site.	
2	a) Whether the information required to be published u/s 4(1)(b) of the RTI Act, 2005 has been published or not?	a) Yes. At the web portal of the Department	
	b) Frequency of updation of the information published in 2(a) above	b) At least once a year, or after a major structural change in the Department	
	c) Whether steps have been taken to facilitate easy access to information/ office records by the general public so that public may resort to the Act in minimum?	c) The information/ data pertaining to Master Plans/ maps, DPRs prepared by the Department or submitted to the Department can be accessed after obtaining permission of the Chief Town Planner during office hours. GIS-Based Master Plan with maps, gazette notifications and other important documents of the Department are uploaded at the web site.	
3	Any information regarding disciplinary action taken against any officer concerning the implementation of the Act	Nil	
4	Whether a Nodal Officer has been appointed in respect of Public Authority?	Yes	The SPIO, Asst. Town Planner was designated as Nodal Officer

Proforma-I**Department: Town Planning Department, Manipur****Public Authority: Associate Planner (Architect) [SPIO]**

Sl. No	Points on which the information is to be furnished	Report in detail	Remarks
5	Whether third party audit agency has been identified in respect of Public Authority, schedule of Third Party Audit.	Not Yet.	In the process
6	Total Number of RTI applications received during the period under reporting and RTI applications filed/ coming from Urban and Rural areas.	1 (One)	Received as transfer U/s 6(3) from Directorate of MAHUD
7	Total number of RTI applications filed by Female and Male applicants belonging to BPL families	Nil	
8	Any recommendation for reform, improvement, modernization in connection with implementation of the Act or amendment to this Act.		

DETAILS OF RTI APPLICATIONS RECEIVED, DISPOSED & PENDING IN THE STATE FOR THE PERIOD FROM 01.04.2025 TO 31.03.2026

Sl. No	Name of Dept	Name of Public Authority	Total no. of PIOs	Total no. of applications as on 1.4.2025	Total no. of applications received during 1.4.2025 to 31.3.2026	Total of Col. 5+6	Total no. of applications disposed during the period 1.4.25 to 31.3.26	Total no. of applications pending as on 01.04.2026	Out of total cases disposed shown in col. 8, no. of cases for which information is furnished.	No. of requests deemed to be refused: Sec 7(2)	Out of total disposal in Col. 8, cases rejected under section											Amount of application fee & charges collected for furnishing information				
											8(1) (a)	8(1) (b)	8(1) (c)	8(1) (d)	8(1) (e)	8(1) (f)	8(1) (g)	8(1) (h)	8(1) (i)	8(1) (j)	9		11	24	25	26
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	Received as transfer U/s 6(3) from Directorate of MAHUD
1	Town Planning Dept., Manipur	M. Manas Singh, AP(A)	1(One)	0	1	1	1	0	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	

PROFORMA-III

DETAILS OF FIRST APPEALS RECEIVED, DISPOSED & PENDING IN THE STATE FOR THE PERIOD FROM 01.04.2025 TO 31.03.2026

Sl. No	Name of Deptt	Name of Public Authority	No. of Apellate Authorities	Total no. of 1st appeals pending as on 1.4.2025	Total no. of 1st appeals received during 1.4.25 to 31.3.26	Total of Col. 5+6	Total no. of 1st appeals disposed during the period 1.4.25 to 31.3.26	Total no. of 1st appeals pending as on 1.4.26	Out of total cases disposed shown in Col. 8, cases where information furnished.	Out of total disposal in Col. 7, cases rejected under section														
										8(1) (a)	8(1) (b)	8(1) (c)	8(1) (d)	8(1) (e)	8(1) (f)	8(1) (g)	8(1) (h)	8(1) (i)	8(1) (j)	9	11	24	Others	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
1	Town Planning Deptt., Manipur	M. Manas Singh, AP(A)	1 (one)	0	0	0	0	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL

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03-12-2015GOVERNMENT OF MANIPUR
SECRETARIAT: MAHUD DEPARTMENT**NOTIFICATION**
Imphal, the 2nd December, 2015

No.2/23/2007-MAHUD(Pt) . In supersession of pervious orders issued in this regard and in exercise of the powers conferred under Section 19(1) and Sub-Section (1) of Section 5 of the Right to Information Act, 2005, the Governor of Manipur is pleased to designate the following officers as the **State Public Information Officer** and the **First Appellate Authority (FAA)** in respect of the Various Administrative units of the MAHUD Department to provide information to persons requesting for information under the said Act

Name of Administrative Unit/ Department	State Public Information Officer (SPIO)	First Appellate Authority (FAA)
Secretariat : MAHUD Department	Deputy Secretary (MAHUD), Government of Manipur.	Secretary (MAHUD), Government of Manipur.
Manipur Urban Development Agency (MUDA)	Deputy Secretary (MUDA), Manipur.	Secretary (MUDA), Manipur.
Directorate of MAHUD	Joint Director (MAHUD), Manipur.	Director (MAHUD), Manipur.
Planning & Development Authority (PDA), Manipur.	Deputy Secretary (PDA), Manipur.	Secretary (PDA), Manipur.
Town Planning Department, Manipur	Associate Town Planner (Architect)	Chief Town Planner, Manipur.
All Urban Local Bodies (ULBs)	Executive Officers concerned	Deputy Commissioners concerned.

[Signature]
(L. Geetchandra Singh)
Under Secretary (MAHUD),
Government of Manipur.

Copy to:-

1. The APS to the State Chief Information Commissioner, Government of Manipur.
2. The Secretary (MAHUD), Government of Manipur.
3. The Deputy Commissioners, Imphal West/Imphal East/Thoubal/Bishnupur.
4. The Director (MUDA), Manipur.
5. The Chief Town Planner, Manipur.
6. The Secretary (MUDA), Manipur.
7. The Secretary (PDA), Manipur.
8. The Deputy Secretary, (MAHUD), Government of Manipur.
9. The Joint Director (MAHUD), Manipur
10. The Deputy Secretary (MUDA), Manipur.
11. The Deputy Secretary (PDA), Manipur.
12. All Executive Officers of Municipal Councils/Nagar Panchayats, Manipur.
13. The Associated Town Planner (Architect), Manipur.
14. Guard File.